



Name of School:

Name of Course: **Information Management**

### **Instructor Information**

**Name:**  
**E-mail address:**  
**School phone number:**  
**Web page address:**  
**Best times to be reached:**

### **Course Description**

This course will focus on a variety of software used in the processing of information. Students will complete expert level integrated projects utilizing Microsoft Office, manipulate images and photographs for printed material using Adobe Photoshop, and create movies using Macromedia Flash. Students will also create a career portfolio including samples of work. \$5.00 Lab Fee

### **District Standards and Power Benchmarks**

#### **Power Standards**

1. Enhance software and workplace skills needed for entry into the technological and global business world.
2. Develop career and technical skills for post-secondary life in college or the workplace.

#### **Power Benchmarks**

1. Prepare a PowerPoint presentation utilizing advanced animation techniques and links.
2. Design a brochure using MsPublisher.
3. Create an original newsletter from information gathered by researching the Internet.
4. Produce an Excel spreadsheet with linked data.
5. Create an Access report reflecting a real-life application.
6. Create a Macromedia Flash movie file.
7. Manipulate an image using Adobe Photoshop.
8. Create resume and cover letter (letter of application).
9. Compile a career portfolio.
10. Assemble integrated documents using Word, Excel, and Access.

### **Course Information**

**Course length:** 2 terms  
**Required/Elective course:** Elective  
**Credit Awarded:** 1.0  
**Prerequisites:** Computer Applications I, Computer Applications II

## Course Outline/Calendar

**Units:** Adobe Photoshop, MS Publisher, Flash, MS Office, Integration

**Major assignments, projects, events:** Culminating project at the end of each term utilizing skills developed from all units.

## Text/Other Required Materials/Resources

**Materials provided:**

**Materials fee/additional cost:** \$5.00 lab fee

## Instructional Procedures & Support

### Classroom Management Procedures

## Assessment Plan

**Progress reports:** Mid-term and Final grade report card; individual student notification of completed/missing daily assignments throughout the term.

**Grading procedures:** Points are given for each assignment, project, and test. Total points determine final grade.

## Grading System

Grading Scale:

92 – 100 A

83 – 91 B

68 – 82 C

60 – 67 D

0 – 59 F